

ACCESS TO COLLEGE BUILDINGS OUT OF HOURS

PURPOSE

This document describes the College policy on access to all College buildings outside of building opening hours.

GOALS

The specific goals of this policy are to:

- Enable those who require access to College buildings out of hours (00.00-07.00) to obtain such access.
- Protect the safety and wellbeing of staff and students, including those working in buildings out of hours.
- Maintain the security of buildings and the safety of those working in them, by preventing unauthorised out of hours access.

SCOPE

This policy applies to all College owned and operated buildings and properties outside of building opening hours¹:

- All staff and all registered students
- All College owned buildings and properties
- NHS and medical campuses where College (and not the NHS) is responsible for operation
- During periods outside of building opening hours i.e. 00.00-7.00 Monday-Sunday and at all times during College closure days.

Agreed exclusions to this policy are:

- Buildings that routinely have 24 hour access such as the Central Library.
- Student Union facilities regularly open after midnight.
- Staff that continually require access to buildings out of hours due to their specific role e.g. some in Campus Services involved in security, maintenance, catering and cleaning.
- College halls of residence.

POLICY

1. Permission to access a building out of hours will only be granted to staff and students if one of the following apply:
 - a. There is a requirement to access a live experiment, for which a physical presence is required out of hours.
 - b. There is a requirement to communicate/collaborate with others in different time zones (e.g. videoconference with collaborators in other time zones), which has to be undertaken at College.
 - c. There is a requirement to undertake work which is essential to College operations, and which needs to be undertaken at a time when the building is closed.
2. Permission will be granted by the individual's Head of Departments using the following form: [Out of Hours Working Consent Form](#).

¹ See Shared Space Access and Opening Hours Policy:

<http://www.imperial.ac.uk/about/leadership-and-strategy/provost/space-policy/access-and-opening-hours-policy/>

3. Permission will be granted for at most 1 year, ending on 31st July each year, and will need to be re-applied for if the requirement continues beyond this point. Applications to extend access into subsequent years must be received by the Head of Department before 1 July each year.
4. Implementation of this policy will commence on 1 August 2018. Any individuals who currently have permission to access buildings out of hours will need to reapply for permission.
5. Access during Out of Hours will be provided by using the Card Only mode of the College swipe card system to allow access through door and/or barrier only to staff or students with specific access rights applied to their Imperial College swipe card.
6. Heads of Department must be satisfied that appropriate lone working arrangements are made in line with the College's [Safe Management of Lone Working Code of Practice](#), and that wellbeing implications are considered prior to out of hours access being granted.
7. Those who use buildings without permission will be required to leave.
 - a. Where it is necessary to apply sanctions, a consistent approach will be taken.
 - b. For students, this may involve using the Code of Student Discipline.
 - c. For staff, this may involve using the Disciplinary Policy.
 - d. Factors to consider in determining the sanction include: whether this is the first offence, whether the building was left insecure, whether there was significant risk to self or others, and whether there was abusive behaviour towards others

Approved by the Provost's Board

2 March 2018